

Virginia Balance of State Continuum of Care Charter
Update 09/15/2015

1. Purpose of the Charter

This Charter sets out the composition, roles, responsibilities, and committee structure of the Virginia Balance of State Continuum of Care (CoC). This group serves as the U.S. Department of Housing and Urban Development's (HUD's) recognized decision making body for the Continuum of Care rule 24 CFR 578, Subpart B, entitles "Establishing and Operating a Continuum of Care".

2. Purpose of Continuum of Care

Mission and Goals

Virginia's Balance of State (BoS) CoC shall align its mission and goals to stay consistent with the HUD Strategic Plan, and the Federal Interagency Homeless Council's plan – "Opening Doors." The mission of the BoS CoC is to create an "emergency response system" to permanently house and stabilize homeless and imminently homeless households. This work is accomplished through a collaborative and inclusive community process, and management of resources and services that effectively and efficiently end homelessness in the 69 localities that make up the BoS CoC. To achieve this mission, the CoC will follow the eight required duties HUD has determined as necessary for Establishing and Operating a Continuum of Care.

1. Measure the CoC's performance in reducing homelessness by looking at the overall performance of the Continuum.
2. Develop and adhere to formal decision making and operating standards for the CoC.
3. Establish and operate a centralized or coordinated assessment system that provides an initial, comprehensive assessment of the needs of individuals and families for housing and services.
4. Develop a specific policy on how CoC 's system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers.
 - Addressing how the community ensures the safety and confidentiality of this population, as well as access to homeless housing and service
5. Establish and consistently follow written standards when administering assistance to coordinate service delivery across the geographic area and assist CoC service providers in evaluating the eligibility of individuals and families consistently and administering assistance fairly and methodically.
6. Designate a Homeless Management Information System (HMIS) and an eligible applicant to manage the HMIS, consistent with the requirements.

7. Plan, coordinate, and implement a system for its geographic area to meet the needs of the homeless population and subpopulations within the geographic area to include:
 - A systematic approach for emergency shelters, rapid re-housing, transitional housing, permanent supportive housing, and prevention strategies
 - A annual-point-in-time count of homeless persons within the geographic area, conducting
 - An annual gaps analysis of the homeless needs and services available within the geographic area, providing information necessary to complete the Consolidated Plan(s) within the geographic area, and consulting with State and local government Emergency Solutions Grants program recipients within the Continuum of Care on the plan for allocating Emergency Solutions Grants program funds and reporting on and evaluating the performance of Emergency Solutions Grants program recipients and sub-recipients.
8. Prepare and oversee the application for funding by:
 - Establishing priorities for funding projects within the geographic area and determine the number of applications being submitted for funding.
 - Selecting one eligible applicant to be the collaborative applicant (DHCD).

Specific Goals for the BoS CoC include:

Ending Chronic Homelessness by December 2016;

Ending Veteran Homelessness by December 2015;

Ending Family and Youth Homelessness by 2020; and

Setting a path to ending all homelessness.

To achieve the ultimate goal of ending homelessness, immediately the CoC will seek to:

- a. Increase access to permanent housing through rapid re-housing and permanent supportive housing
- b. Identify housing needs of those at risk of facing homelessness
- c. Evaluate performance of services within the BoS through data collection and analysis
- d. Increase access to other mainstream sources to promote housing stability
- e. Provide coordinated access and barrier free access to homeless services
- f. Prioritize service delivery to households with the greatest need

3. Organization and Responsibilities of the Continuum of Care

The Continuum of Care is comprised of twelve geographically dispersed Local Planning Groups (LPG) and five primary decision making committees that have various roles and responsibilities. The membership of the 12 Local Planning Groups make up the BoS CoC membership and are to

include: nonprofit homeless assistance providers, victim service providers, faith-based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, mental health agencies, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve veterans, and homeless and formerly homeless individuals.

The work of the BoS CoC is accomplished through a collaborative and comprehensive process that includes the work of the LPG's, BoS Steering Committee meetings, BoS sub-committee meetings, and BoS semi-annual membership meetings. Required votes by any BoS committee member may take place in person, over the phone, or via email. To approve any motion, a quorum (51% of *members*) must participate in the vote.

Local Planning Groups are required to:

- a. Have Governance Policies, a Board, Committees, and Standards that align with the BoS CoC.
 - Written Standards shall be established for all prevention, outreach, shelter, rapid re-housing, transition, supportive services, and permanent supportive housing to include: policies and procedures for evaluating household eligibility; policies and procedures for determining appropriate housing and services; and rental payment standards for rapid re-housing programs.
- b. Have open meetings at least every other month, and publish notices of their meeting agendas and minutes
- c. Elect Steering Committee and Sub-Committee representatives
- d. Complete and provide Point in Time (PIT) and Housing Bed Inventory (HIC) at least annually
- e. Submit Annual Performance Reports (APR) to HUD (where applicable)
- f. Encourage regional committee members to participate in the BoS sub-committees
- g. Participate in HMIS (if applicable) and adhere to the BoS's HMIS Policies and Procedures maintained by Homeward
- h. Support the priorities established by the BoS CoC aligning with state and federal policies

Local Planning Groups

- Crater area Coalition on Homelessness (CACH)
- Western Piedmont Better Housing Coalition
- Waynesboro/Staunton
- LENOWISCO
- Cumberland Plateau
- HOPE Interagency Council on Homelessness
- New River Valley Housing Partnership
- Foothills Housing Network

- Southside
- Heartland
- Northern Neck/Middle Peninsula Housing Partnership
- Community Partners of the Eastern Shore

4. Decision-Making Committees' Roles, Responsibilities, and Members

General Requirements for all Committees

While the decisions for the BoS will be made by the Steering Committee, the work of the Continuum will generally be carried out by committees. Committee members must be members of the LPG's and formally appointed by the LPG's governing body. Steering Committee members are also able and encouraged to serve on other committees. Each committee is responsible for establishing a Co- Chair. The DHCD representative will serve as the Chairperson for each committee.

- Steering Committee
- HMIS, Data, and Performance Committee
- Coordinated Assessment System Committee
- Services Coordinating Committee
- Monitoring and Selection Committee (Ranking)

A. *Balance of State Steering Committee* - The CoC Steering Committee is the lead decision-making body and board responsible for planning for the use of the US Department of Housing and Urban Development (HUD) HEARTH CoC resources and coordinating these funds with other relevant resources in the jurisdiction.

Responsibilities include:

- a. Providing overall direction and leadership of the process
- b. Making all formal decisions of the CoC
- c. Strategic planning and goal setting
- d. Approving the selection of the Monitoring and Selection Committee
- e. Aligning and coordinating CoC and other homeless assistance and mainstream resources
- f. Establishing priorities for and making decisions about the allocation of COC resources
- g. Monitoring and evaluating both system wide and individual program performance on established goals

- h. Receiving reports and recommendations from sub-committees and ad-hoc task groups
- i. Guiding the annual CoC Collaborative Application (Exhibit 1)
- j. Ensuring that all necessary activities (eg. point-time-count) are being implemented by LPGs
- k. Disseminating information to all members of the local planning groups
- l. Reviewing agendas and minutes from meetings

Members of the CoC Steering Committee include a total of at least 13 seats as outlined below:

- a. One representatives designated by each local planning group
 - Local Planning Groups elect two CoC Steering Committee members to serve for a minimum of two years, and their election must be reflected in LPG meeting minutes.
 - Considerations for Steering Committee representation include expertise and experience in homelessness, geographic distribution, diversification of interests, provider prospective, limiting/managing conflict of interest, and other relevant factors.
- b. One representative from the lead agency/collaborative applicant, Department of Housing and Community Development (DHCD) to serve as the Chairman of the Steering Committee
- c. Two consumer representatives (homeless or formerly homeless)
- d. A co-chair appointed from one of the representatives of the Local Planning Groups
- e. Composed of an uneven number that serve staggered terms (exception being representative from DHCD)
- f. The Steering Committee can add new members by a majority vote of the existing members
- g. The Steering Committee members must sign a Confidentiality Policy and Conflict of Interest Disclosure form.
- h. Steering Committee meetings will be held by teleconference on a bi-monthly basis.
- i. The vote of a majority of members participating at a meeting is a quorum (51% of membership) and a majority vote is enough to constitute an act of the Steering Committee.
- j. One representative designated by each local planning group

- k. Members that fail to participate in regularly scheduled meetings (4 out of 6 annually) shall be subject to removal from the Steering Committee by vote of the Committee. If a member is not able to participate, he/she may designate an alternate. The alternate must be a member of the Local Planning Group for which the member represents.

B. HMIS, Data, and Performance Committee-

Responsibilities include:

- a. Overall management and training of the HMIS system, including the reviewing and assessment of HMIS policies and procedures annually (participate in Homeward's Trainings and Work Groups related to BoS HMIS)
- b. The development, assessment, and monitoring of performance measures by different program type and CoC as a system.
- c. Reviewing the quarterly data quality, point-in-time, and demographic reports
- d. The assessment of the roles and responsibilities of the HMIS system, as well as reviewing how the system is working and functioning on a provider level.
- e. The organization of the annual Point-in-Time count/Housing Inventory and ensuring data is collected and submitted timely and accurately

C. Uniformed/Coordinated Assessment System Committee-

Responsibilities include:

- a. The development of the uniformed/coordinated assessment form
- b. Quarterly assessment of the uniformed/coordinated assessment form
- c. The development of a system to track information collected for the assessment of needs in each community

D. Services Coordinating Committee

Responsibilities include:

- a. The development and annual assessment of the BoS Common Standards-policies and procedures
- b. The development of written standards for administering assistance
- c. The assessment of discharge planning including those discharged from corrections, mental health institutions, hospitals, or aging out of foster care

- d. The assessment of current gaps in services
- e. The engagement and accessing of other mainstream resources (veterans, DV, DSS, etc.)

E. Monitoring and Selection Committee (Ranking Committee)

Responsibilities include:

- a. Annually evaluating the renewal projects
- b. The reviewing, scoring, and ranking of new CoC projects that will be submitted during the annual CoC competition
- c. The assessment, monitoring, and evaluating of compliance and performance of state funded balance of state projects

F. Ad hoc Work Groups-These committees will be formed on an ad-hoc basis as needed and decided by the Steering Committee

5. DHCD Role and Responsibilities

The Department of Housing and Community Development (DHCD) is the lead support agency (collaborative applicant) providing staff to the various committees and work groups that constitutes the BoS CoC. DHCD performs a variety of necessary functions such as HMIS administration, performance monitoring, engagement and education of stakeholders, and submission of the HUD funding applications.

Specific responsibilities include:

- a. Staffing of committees
- b. Produce planning materials including agendas and minutes
- c. Coordinate Needs/Gaps Assessments
- d. Collect and report performance data
- e. Monitor program performance
- f. Coordinate resources, integrate activities and facilitate collaboration
- g. Prepare collaborative application for CoC funds (Exhibit 1)
- h. Build awareness of CoC related issues
- i. Recruit Stakeholders
- j. Manage the HMIS grant

6. Homeless Management Information System (HMIS)

DHCD is the primary lead for the Balance of State HMIS system. DHCD will collaborate with Homeward, HMIS sub-recipient, to ensure all HMIS activities are carried out in accordance with the HEARTH Act. All agencies within the Balance of State must comply with HMIS requirements for CoC funding as well as all state homeless service funds (HMIS is a requirement for all non-domestic violence providers accessing these funds.) HMIS policies and procedures will be reviewed and updated on an annual basis in accordance with HMIS data standards and HEARTH act. Current HMIS policies and procedures can be found at: <http://www.homewardva.org/node/25>

7. Reporting

- a. Proceedings of all Steering Committee meetings are documented in minutes.
- b. Minutes of all meeting are circulated and approved at the subsequent meeting
- c. Resolutions are first put out in draft form (as a “Board Paper”) and, once passed, are recorded in the minutes of meetings or a Resolutions Register.

8. Conflicts of Interest

No member of the Primary Decision Making Group (Steering Committee) shall vote upon or participate in the discussion of any matter which shall have a direct financial bearing on the organization that the member represents. This includes all decisions with respect to funding, awarding contracts, and implementing corrective actions. (See attachment A for further details and disclosure)

9. Review of Charter

The Steering Committee will review this charter annually to ensure it remains consistent with the CoC’s objectives and responsibilities.

Attachment A: Disclosure Form and Conflict of Interest Policy

Personal Data
Name:
Current Employer or Business Affiliation:
Position:
Other Business Activities
Please disclose any other employment, business, or financial interest which you or a member of your immediate family may have as an officer, director, trustee, partner, employee, or agent which might give a rise to a possible conflict of interest with the VA BoS.
Charitable or Civic Involvement
Please disclose all official positions which you or any member of your immediate family may have as a director, trustee, or officer of any charitable, civic, or community organization as well as any unofficial roles such as significant donor, volunteer, advocate, or advisor which might give rise to a possible conflict of interest with the VA Bos,
REMINDER: <i>If at any time there is a matter under consideration that may constitute a direct or indirect conflict of interest not listed on this form, it is your obligation to disclose the facts to the Steering Committee.</i>

I do hereby affirm that I have received and read the policy and I will adhere to the document's, spirit, principles, and practices.

Signature: _____

Date: _____

24 CFR 578.95 Conflicts of Interest

(a) Procurement. For the procurement of property (goods, supplies, or equipment) and services, the recipient and its subrecipients must comply with the codes of conduct and conflict-of-interest requirements under 24 CFR 85.36 (for governments) and 24 CFR 84.42 (for private nonprofit organizations).

(b) Continuum of Care steering committee members. No Continuum of Care steering member may participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to the organization that the member represents.

(c) Organizational conflict. An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, the recipient or subrecipient is unable or potentially unable to render impartial assistance in the provision of any type or amount of assistance under this part, or when a covered person's, as in paragraph (d)(1) of this section, objectivity in performing work with respect to any activity assisted under this part is or might be otherwise impaired. Such an organizational conflict would arise when a board member of an applicant participates in decision of the applicant concerning the award of a grant, or provision of other financial benefits, to the organization that such member represents. It would also arise when an employee of a recipient or sub-recipient participates in making rent reasonableness determinations under §578.49(b)(2) and §578.51(g) and housing quality inspections of property under §578.75(b) that the recipient, sub-recipient, or related entity owns.

(d) Other conflicts. For all other transactions and activities, the following restrictions apply:

(1) No covered person, meaning a person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its sub-recipients and who exercises or has exercised any functions or responsibilities with respect to activities assisted under this part, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under this part, may obtain a financial interest or benefit from an assisted activity, have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity, or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or during the one-year period following his or her tenure.

(2) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of this section on a case-by-case basis, taking into account the cumulative effects of the criteria in paragraph (d)(2)(ii) of this section, Governance Charter, Georgia BoS Continuum of Care, Adopted January 28, 2014 17 provided that the recipient has satisfactorily met the threshold requirements of paragraph (d)(2)(ii) of this section.

